

Class Code 5311/Exempt  
Position Title Senior Coordinator  
Working Area Support Services  
Effective Date October 1, 1999



## **JOB DESCRIPTION**

### **Scope**

Supervisory and technical work involving the management and accountability of all Seminole County owned properties. This includes administration and refinement of the operations, policies and procedures, resources, and operating budget.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Assist the Division Manager in assuring that all assigned functions conform to overall policies related to Support Services functions. Recommend course of action for policy and procedural changes and devise methods for implementing changes. Analyze assigned functions and make recommendations for efficient methods of operation. Compile and analyze financial and other quantitative data. Supervise daily the Land Management section. Participate in hiring, performance evaluation, disciplinary/commendatory, and termination action for assigned personnel. Responsible for maintaining adequate workforce coverage by determining work priorities and by cross training assigned personnel. Responsible for maximizing customer service by insuring accurate and timely responses are achieved. Manage the procedures for the surplus of Seminole County owned properties and/or structures. Coordinate the surplus process with County departments. Monitor, administer, and negotiate costs and services of all Land Management contracts and activities. Develop and produce detailed land maps and data for management, staff and presentations. Manage, maintain and operate Land Management database. Develop and conduct GIS and Land Management database training courses for County departments and Land Management Staff. Coordinate training sites with the Seminole County Public Safety/Sheriff's Department on all available vacant County owned structures. Monitor, forecast and recommend budgetary needs.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Supervisory experience; must work independently. Communicate effectively both orally and in writing. Operate personal computers and associated software which includes a strong knowledge of operational skills in the GIS computer software system, word processing, databases and spreadsheet functions.

#### **Education**

Bachelor's Degree in Business Management, Business Administration, Public Administration, or a closely related field and three (3) years of progressively responsible professional experience. Prefer experience in the areas of Land or Property Management. Supervisory experience is preferred. An Associates Degree may be substituted for the Bachelor's Degree with an additional two (2) years work experience in areas described above.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The working environment for this position is typically a general office setting and with various work duties that are performed in the field. The incumbent in this position normally performs duties sitting at a desk or table and walking over County owned property. Duties performed outside the office may require prolonged standing or walking.